

CHAPTER 4

MOBILIZATION ACTIONS

This Chapter describes the basic actions that an installation should accomplish during a crisis or mobilization. There are two major subsections: (1) general mobilization actions; (2) specific manpower requirements and manpower resources and actions.

A. GENERAL ACTIONS

1. Upon receipt of alert notification, the installation shall activate a command post, call in personnel on the emergency roster, and pass the **alert** order to subordinate and tenant units.

2. The mobilization plan will be reviewed immediately for conformity with any guidance received and knowledge of the unfolding crisis. Mobilization priorities and planned execution timing should be revised to fit the situation.

3. Upon receipt of a mobilization order, the installation shall implement and report to higher headquarters organizational or command changes and any shifts of headquarters location. Non-essential functions should be terminated, deferred or reduced to make resources available for critical mobilization functions.

4. Emergency authorities should be reviewed and appropriate authorities invoked (See Figures 6-1, 6-2, Appendix A).

5. An important function for installations of several Services shall be to assist in moving Reserve Component units and individuals to the base, report their arrival to higher headquarters, and assist in their deployment, when applicable.

6. Support provided to tenant units is adjusted in accordance with plans.

7. Emergencies are not static. There should be continuous planning and preparation for advanced stages of the mobilization or emergency-operations.

8. Situation reports should go to higher headquarters as required.

B. MANPOWER REQUIREMENTS AND MANPOWER RESOURCES ACTIONS

1. If a crisis or mobilization appears imminent functional managers should determine if the specific situation then existing would require modification of their portions of the mobilization plan if mobilization were declared, and ensure that the plan is changed to accommodate those modifications. Upon mobilization managers shall begin plan execution. Personnel staff sections and operational units may require augmentation to handle mobilization workload.

2. When mobilization is declared, the installation should implement manpower utilization policies and workload changes. It shall also reallocate personnel from non-essential to essential functions according to plans and timephased requirements. Requests for required military replacement and filler personnel should be submitted in accordance with established Service procedures.

3. **When** necessary, preparation for receipt, processing, training, and deployment of personnel assigned to the installation, should begin immediately to preclude backlog or bottlenecks.

4. Civilian personnel offices should implement standby emergency recruitment and hiring plans (usually with assistance from local U.S. ¹**Employment** Service and OPM offices and in coordination with DoD Committee ¹).

5. Personnel housing and support plans must be implemented, when authorized, possibly including new construction and off-post facility acquisition or other arrangements.

6. The installation should invoke mobilization surge provisions of contracts which apply to manpower and personnel activities.

7. Each installation headquarters shall report continuously the allocation, distribution and movement of units and individuals being mobilized at and deployed from the installation.

¹ See Appendix N, Actions to Resolve Civilian Hiring Competition.